

UNITED STATES GO. NMENT

2-Way Memo

Subject: Request for VIP Visitor Parking and
Candy-Stripe Badges for 17 February

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

16 Feb 83

From : Chief, Headquarters Security Branch, PSD/OS
STAT Chief, Receptionist

Secretary to D/ODP FOLD

FOLD INITIAL MESSAGE

STAT

1. Listed below are visitors coming to Headquarters for a meeting with
[redacted] D/ODP, on Thursday, 17 February 1983 at 2:00PM in rm. 2D00.

NAMECOMPANY

UTHUS, Sandy

NBI

EGLOFF, Paul

NBI

2. Parking: VIP Visitor Parking Lot in front of main entrance.

3. Badges: Please issue candy-stripe badges, call Jean/Patty [redacted] for escort.

4. Thank you.

REPLY MESSAGE

(PURPOSE: TO MEET. DISCUSS SOME INVENTORY IN TERMS OF WORD PROCESSING EQUIPMENT. WHAT DIRECTION HE WANTS TO TAKE, ETC.)

Dist:

Orig - C/HSB/PSD/OS

1 - C/Receptionist

(1) ODP/LIAISON:Private Industry (General)

1 - ODP/EQUIP&SUPPLIES:Word Processing

1 - ODP/SECURITY:General

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

STAT To :



O/D/ODP
2D00 Hq Bldg